



MULTI-FAMILY/HOTEL/MOTEL

PERMIT CHECKLIST

PUBLIC WORKS BUILDING DIVISION

206-973-4750

The Following Documentation Must be Submitted When Applying for a Permit :

- ___ Completed Permit Application
- ___ Copy of Contractor's State License
- ___ Verification of Contractor's City of SeaTac Business License (*See Finance Department*)
- ___ All New Businesses Must Obtain a City of SeaTac Business (*See Finance Dept*)
- ___ Verification of Water and Sewer Availability (*For New Construction Only*)
- ___ Initial Plan Review Fee
- ___ Soils Report (*Unless Waived by Building Official*)
- ___ Legal documentation verifying parcel number (ie., tax statement or document from Assessor's office)
- ___ **Five** Copies of the Plans for Plan Review Which Include the Following:

___ SITE PLAN

(*Scale Plans to Most Appropriate Engineering Scale, 1" = 10' or 1" = 20'*)

- ___ Survey by a Licensed Engineer or Certified Surveyor of Property Lines, Building(s), Adjacent Streets (*Surveys for Additions May be Waived*)
- ___ Dimensioned Parking Lot Layout and Calculations to Include Accessible Parking
- ___ Square Footage of the Existing and Proposed Building
- ___ Total Square Footage of the Lot
- ___ Location of the Nearest Fire Hydrant
- ___ Drainage Plan (*Show any Natural Drainage Courses*)
- ___ Utility Plan (*All Utilities Must Be Installed Underground, i.e., Electrical, Cable & Telephone*)
- ___ Location of All Light Poles and Signage
- ___ Required On-Site Recyclable Storage Space
- ___ Siltation Control Plan
- ___ Drainage Plan

- ___ Utilities Plan (*Location of Water and Sewer*)
- ___ Landscaping Plan (*Contact the Planning Department for Requirements*)
- ___ T.I.R. Report

Note: Civil Engineering Plans, Erosion Control Plan and Storm Drainage Technical Information Report must be prepared by a Licensed WA State Civil Engineer.

___ ARCHITECTURAL PLANS

(*Plans must be Drawn on a Minimum Paper Size of 18" X 24" and Minimum Scale of 1/8" = 1'*)

- ___ Buildings with Over 4000 sf Must be Sealed by a Washington State Registered Architect
- ___ Floor Plan Including Door and Window Locations
- ___ Building Elevation Views
- ___ Stair Details (*Show Dimensions of Risers and Treads*)
- ___ Building Section of Typical Wall Construction Showing Floor and Ceiling Construction
- ___ Sound Transmission Code Compliance
- ___ Energy Code Compliance
- ___ Separate Mechanical, Plumbing, Sprinkler, and Electrical Plans and Separate Permits are Required

___ STRUCTURAL PLANS

(*Plans must be Drawn on a Minimum Size of 18" X 24" and a Minimum Scale of 1/8" = 1'*)

- ___ Structural Calculations and Plans Sealed by a Washington Registered Engineer
- ___ Foundation Plan Including Ventilation
- ___ Lumber Dimensions, Species, Grade, Spans and Spacing
- ___ Cross Sections
- ___ Floor and Roof Framing Plans

___ LANDSCAPE AND IRRIGATION PLANS

___ LIGHTING LAYOUT PLAN

(*See Exterior Lighting Requirements Handout*)